



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

ADMINISTRATIVE ASSISTANT

PN# 110681

Department of Public Works & Engineering

Public Utilities Division

Utility Maintenance Branch

611 Walker\*

M - F, 8 a.m. -5 p.m.\*

\*Subject to change

9 **DESCRIPTION OF DUTIES AND ESSENTIAL FUNCTIONS**

Perform professional administrative functions related to the development and implementation policies and procedures in the Utility Maintenance Branch. Prepares correspondence, reports and other documents. Proofs/edits documents for accuracy, content and format. Prepares periodic and special reports, compiles information and maintains department reference information. Investigates problems/potential problems by means of written and verbal communications, prepares findings and recommends solutions. Assist in the coordination of department staff services. Conducts administrative research and long-range planning studies on special management activities. Assists with department budget preparation and monitoring. Perform other duties as requested.

10 **WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's Degree in Business Administration, Liberal Arts, or a related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One (1) year of administrative experience is required. Professional administrative experience may be substituted for the above education requirements on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be given to applicants with excellent verbal and written skills, and knowledge of Microsoft Word, Excel, Outlook and Power Point.

15 **SELECTION/SKILLS TESTS REQUIRED**None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

**Salary Range - Pay Grade 17**

\$992 - \$1,404 Bi-Weekly      \$25,792 - \$36,504 Annually

18 **OPENING DATE**

May 24, 2006

19 **CLOSING DATE**

June 6, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7153. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer